

MANSFIELD TOWNSHIP COMMITTEE MEETING

December 8, 2021

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times NJ Zone of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES

Mr. Hayes made a motion to approve the November 23, 2021 Regular Session Minutes, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mrs. Mora Dillon made a motion to approve the November 23, 2021 Executive Session Minutes, which was seconded by Mr. Hayes

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

BILL LIST

Mrs. Mora Dillon made a motion to approve the December 8, 2021 Bill List, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Farino

CLERK'S REPORT

Ms. Hrebenak reported that RFPs were received yesterday and the results will be provided to the Township Committee in the next packet. Bids were received for the Recreation Pole Barn and there was only one received back. The bid needs to be discussed in Executive Session.

Ms. Hrebenak also reported that the new Zoning Officer, Dorrie Fox, started tonight.

FINANCE REPORT

Mrs. Mollineaux stated the resolutions on tonight's agenda:

Budget transfer, new hire DPW, and salt resolutions.

There is also one item dealing with personnel which will be discussed in Executive Session.

EMPLOYEES' REPORTS

Mrs. Fascenelli stated November 13th the Electronics, Scrap Metal, Large Rigid Plastic, and Thermostat recycling event was held and during the even there was a collection report of 10,399 pounds of electronics and 5,120 pounds of metal.

Mayor Watters asked about the gentleman that was interested in assuming a Municipal Lien. Mrs. Fascenelli stated he was going to send an email.

Mr. Snyder reported:

- Everything is ready for winter.
- The EGR cooler came in for Truck 10 which is one of the older pickups.
- We're waiting for fuel lines for Truck 1 which is the old pickup.
- Snow fence is up on everything except for approximately 100 yards on Airport Road which will be completed this coming week.
- Mr. Snyder will open the Municipal building on Friday for the new toilets to be installed.
- Mr. Snyder stated that the trees have been cleared at the Mount Bethel Church and that he will be looking into the donation of parts for the sweeper.

ENGINEER'S REPORT

Mr. Ferriero reported:

Snyder Road Grant Application – We received about 25% of what we requested. He stated it was probably due to the old grants we have not closed out so we received a penalty for not having those done. He recommends we reapply for it again this year since we don't have to do the work until 2023.

Mt. Bethel Church – Waiting to see the revised septic plan from the architect's engineer EL&P. Mrs. Mora Dillon asked Mr. Ferriero to follow up with the engineer.

Zoning – Mr. Ferriero will try to meet with the new zoning officer on Friday to transition everything over to her. He will still be in on the enforcement on Rt. 57 Auto that has been postponed until January because the defendant engaged an attorney.

Rich Quamme - Mr. Ferriero introduced Mr. Quamme from his office who will be our point of contact since he's in the office more often than Mr. Ferriero. He will be attending every other of our Committee Meetings. Mrs. Mora Dillon requested a report on the days Mr. Quamme will not attend.

PUBLIC PORTION

Mayor Watters opened the Public Portion of the meeting for comments.

Mayor Watters asked for further comment from the public; seeing none, the public portion was closed.

RESOLUTIONS

**RESOLUTION # 2021-218
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
OVERPAYMENT OF TAXES**

Whereas, the following property has an overpayment of \$ 1,917.81 for the 2021 4th quarter property taxes; and,

Whereas the previous property owner has requested a refund of the overpaid taxes;

Now therefore be it resolved by the Township Committee of the Township of Mansfield this 8th day of December, 2021 that the Tax Collector and Township Finance Office are hereby authorized to refund the following overpayment:

Scott M Minter and Elizabeth A Griggs
1207 Penguin Court
Forked River, NJ 08731

Block 101.01 Lot 9
545 Mount Bethel Road

Refund: \$ 4,952.26

2021-219
RESOLUTION ADOPTING THE WARREN COUNTY
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS, the **Township of Mansfield, NJ**, has experienced natural hazards that result in public safety hazards and damages to private and public property and;

WHEREAS, the hazard mitigation planning process set forth by the State of New Jersey and the Federal Emergency Management Agency offer the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risks and;

WHEREAS, the New Jersey Office of Emergency Management has provided federal mitigation funds to support development of an updated mitigation plan and;

Whereas, a Multi-Jurisdictional Hazard Mitigation Plan has been developed by the County Department of Public Safety and Mitigation Planning Committee and;

Whereas, the Multi-Jurisdictional Hazard Mitigation Plan includes a prioritized list of mitigation actions including activities that, over time will help minimize and reduce safety threats and damage to private and public property and;

WHYEREAS, the draft plan was provided to each participating jurisdiction through a website

hosted by Michael Baker International, Inc. (Michael Baker), the contracted vendor assisting with the planning process. Links were links also posted on the Department of Public Safety website so as to introduce the planning concept and to solicit questions and comments and to present the Plan and request comments, as required by law and;

NOW, THEREFORE BE IT RESOLVED by the **Township of Mansfield:**

1. The Warren County Multi-Jurisdictional Hazard Mitigation Plan, as submitted on September 14, 2021 by the Warren County Department of Public Safety to the New Jersey Office of Emergency Management and submitted on October 13, 2021 to the Federal Emergency Management Agency and subsequently approved by both agencies on November 5, 2021, be and is hereby adopted as an official plan of the County of Warren; with the required yearly updates and minor revisions recommended by the Federal Emergency Management Agency and/or the New Jersey Office of Emergency Management may be incorporated without further action.
2. The **Township of Mansfield** departments identified in the Plan are hereby directed to further pursue potential or suggested implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the Plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the **Township of Mansfield**, and this resolution shall not be interpreted so as to mandate any such appropriation.
4. The **Township of Mansfield** Emergency Management Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an annual progress report to be submitted to the New Jersey Office of Emergency Management. The status reports shall be submitted on a yearly basis by a predetermined date agree upon by all stakeholders.

BE IT FURTHER RESOLVED that the **Registered Municipal Clerk** forward a certified true copy of this resolution to the Warren County Department of Public Safety. PASSED by the **Township Committee** of the **Township of Mansfield**, on this 8th day of **December**, 2021.

**RESOLUTION # 2021-220
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
TO AUTHORIZE AND APPROVE A SALARY FOR AN EMPLOYEE**

WHEREAS, Ordinance Number 2020-14 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2021, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
John A. Simms II 12/28/21	Mechanic/Laborer	\$ 50,000.00 commencing

2021-221

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE BOROUGH OF WASHINGTON, WARREN COUNTY FOR ANIMAL CONTROL SERVICES

WHEREAS, the Township of Mansfield is desirous of sharing services for Animal Control with the Borough of Washington, Warren County; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A 40A:65-1 et seq.) Empowers the Borough of Washington and the Township of Mansfield to enter into such an agreement;

NOW, THEREFORE, BE IT RESOLVED that the Township of Mansfield Committee hereby authorizes the Mayor to execute a shared service agreement with the Borough of Washington, Warren County for the Animal Control Services.

2021-222

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH WASHINGTON TOWNSHIP,
MORRIS COUNTY FOR FIRE PREVENTION

WHEREAS, the Township of Mansfield is desirous of sharing services for Fire Prevention with Washington Township, Morris County; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A 40A:65-1 et seq.) Empowers the Township of Washington and the Township of Mansfield to enter into such an agreement;

NOW, THEREFORE, BE IT RESOLVED that the Township of Mansfield Committee hereby authorizes the Mayor to execute a shared service agreement with Washington Township, Morris County for the Fire Prevention Inspections.

2021-223

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH WASHINGTON TOWNSHIP,
MORRIS COUNTY FOR LAND USE BOARD SECRETARY SERVICES

WHEREAS, the Township of Mansfield is desirous of sharing services for Land Use Board Secretary Services with Washington Township, Morris County; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A 40A:65-1 et seq.) Empowers the Township of Washington and the Township of Mansfield to enter into such an agreement;

NOW, THEREFORE, BE IT RESOLVED that the Township of Mansfield Committee hereby authorizes the Mayor to execute a shared service agreement with Washington Township, Morris County for the Land Use Board Secretary Services.

2021-224

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH MANSFIELD EMERGENCY
SERVICES, FOR MECHANICAL SERVICES/REPAIRS

WHEREAS, the Township of Mansfield is desirous of sharing services for Mechanical Services/Repairs with Mansfield Emergency Services; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A 40A:65-1 et seq.)

Empowers the Township of Mansfield and the Mansfield Emergency Services to enter into such an agreement;

NOW, THEREFORE, BE IT RESOLVED that the Township of Mansfield Committee hereby authorizes the Mayor to execute a shared service agreement with Mansfield Emergency Services for the Mechanical Services/Repairs.

RESOLUTION # 2021- 225
FOR TRANSFER OF FUNDS
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, there are insufficient funds in some of the 2021 budget line items; and
WHEREAS, N.J.S.A. 40A:4-58 permits the transfer of funds from accounts with a surplus to cover such demands,

NOW, THEREFORE BE IT RESOLVED, (not less than two-thirds of all members thereof affirmatively concurring) that the Chief Financial Officer of Mansfield Township, County of Warren, State of New Jersey, is hereby authorized to make the following transfers in accordance with the provision of this resolution:

<u>Account:</u>	<u>CURRENT FUND</u> <u>From:</u>	<u>To:</u>
Group Health	\$ 20,000.00	
Admin OE	\$ 5,000.00	
Snow SW	\$ 5,000.00	
Legal OE		\$ 10,000.00
Data Processing OE		\$ 5,000.00
Accrued Sick Leave OE		\$ 10,000.00
Snow OE		\$ 5,000.00
TOTALS	\$30,000.00	\$30,000.00

**RESOLUTION NO. 2021-226
OF THE TOWNSHIP COMMITTEE OF
THE TOWNSHIP OF MANSFIELD**

Authorizing Payment of Municipal Obligations

WHEREAS, the Township Committee of the Township of Mansfield finds and declares that certain municipal obligations have come due and are now payable; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts: **WHEREAS**, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution;

BILLS LIST	
CURRENT	\$,209,809.28
CAPITAL	\$9,662.00
TRUST	\$
DOG	\$
RECREATION	\$
OPEN SPACE	
DEV ESCROW	\$90.00
UNEMPLOYMENT	\$
TAX PREMIUM	\$
MANDATORY DEV	\$
OUTSIDE EMPLOY	\$
FORF ASSETS	\$
TOTAL	\$1,219,561.28

PREPAID LIST	
CURRENT	\$102,510.76
CAPITAL	
TRUST	\$540.45
DOG	\$85.41
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$5.75
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
TOTAL	\$103,142.37

**RESOLUTION 2021-227
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY**

**AUTHORIZING PURCHASING FROM WARREN COUNTY CO-OP #WC2129 FOR ROCK SALT FROM
ATLANTIC SALT, INC., 134 MIDDLE STREET, SUITE 210, LOWELL, MA 01852**

WHEREAS, the Township of Mansfield wishes to purchase Rock Salt under the Warren County Co-Op; and
WHEREAS, Warren County Co-Op Pricing System awarded a contract to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852; and
WHEREAS, the Chief Financial Officer has certified that funds are requested for \$ 7,000.00 and the line-item appropriation to be charged is T-35-55-289-0000-0002 Snow Removal Trust; and
WHEREAS, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and
WHEREAS, it is the recommendation of the Director of Public Works and the Chief Financial Officer to authorize the purchase of this ice deterrent product through the Warren County Co-Op Pricing System.
NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue a purchase order to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852.

CHIEF FINANCIAL OFFICER CERTIFICATION

I, Donna M. Mollineaux, Chief Financial Officer of the Township of Mansfield, hereby certify that adequate funds will be made available for the above referenced purchase in the amount not to exceed \$ 7,000.00. The appropriation will be made available through the following account:

T-35-55-289-0000-0002	Snow Removal Trust	\$ 7,000.00
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Mr. Hayes made a motion to approve Resolutions 2021-218 – 2021-227, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

ORDINANCES

Second Reading

Mrs. Mora Dillon made a motion to approve the second reading of Ordinance 2021-19 and requested that the results be advertised, which was seconded by Mr. Hayes.

Mayor Watters opened the floor for public comment on Ordinance 2021-19; seeing none the public comment period was closed.

**ORDINANCE 2021-19
TOWNSHIP OF MANSFIELD
COUNTY OF WARREN, NEW JERSEY**

AN ORDINANCE AMENDING CHAPTER 302, TAXATION OF THE CODE OF THE TOWNSHIP OF MANSFIELD

WHEREAS, pursuant to N.J.S.A. 54:4-3.31, upon review and approval of the required documentation by the municipal tax assessor, the assessor shall allow said exemption from taxation for the tax year in which the claim was filed; and

WHEREAS, pursuant to N.J.S.A. 54:4-3.32, the township committee of each municipality by appropriate resolution, may return all taxes collected on property from prior years which would have been exempt had proper claim been timely made in writing; and

WHEREAS, the Mayor and Committee of the Township of Mansfield desire to establish a formal policy providing that a retroactive refund on property taxes as set forth in N.J.S.A. 54:4-3.32 shall be limited to the current year of the submission of the proper claim to the tax assessor required by N.J.S. 54:4-3.30.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Committee of the Township of Mansfield, in the County of Warren, and state of New Jersey, that the following amendments be made to Chapter 302, Taxation, as follows:

SECTION I

Chapter 302, Taxation, Article 2, Disabled Veterans, is hereby created and shall read as follows:

Article 2 100% Disabled Veteran Tax Refunds

302A refund of property taxes pursuant to N.J.S.A. 54:4-3.32 shall be granted provided that the applicant submits a complete application to the tax assessor as required by N.J.S.A. 54:4-3.30. The refund of taxes may be granted retroactively only to the date that the complete application was submitted to the tax assessor.

No refunds shall be authorized under this section for any year, or portion thereof, prior to the year in which this ordinance took effect.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

EXECUTIVE SESSION

Mayor Watters announced moving into Executive Session at 7:45 pm.

Mr. Lavery stated the Executive Session discussion will include:

- A personnel non-contractual matter
- Contractual matter dealing with pole barn bids
- Shared Services contractual
- Personnel contractual matter

Mrs. Mora Dillon made a motion to go into Executive Session, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

RETURN FROM EXECUTIVE SESSION

Return from Executive Session at 8:40 pm.

Mr. Hayes made a motion to return to Regular Session, which was seconded by Mr. McGuinness.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Mr. Lavery announced the return from Executive Session at 8:40 pm where they discussed:

- Contractual matter dealing with the pole barn bids
- Personnel matter for non-contractual employees
- Contractual matter dealing with a shared service
- Personnel matter dealing with Police

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

Mr. Lavery stated a motion was needed to authorize the amount discussed in Executive Session for the Police Secretary.

Mr. Hayes made a motion to authorize the amount discussed in Executive Session for the Police Secretary, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery stated a motion was needed to authorize the CFO to draft a salary resolution for 2022.

Mrs. Mora Dillon made a motion to approve, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None
Absent: None
Abstain: None

Mr. Lavery stated a motion was needed to authorize the Clerk to send a letter to Bloomingdale regarding our shared service agreement.

Mr. Hayes made a motion to approve, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters
Nays: None
Absent: None
Abstain: None

Mrs. Mora Dillon made a motion to adjourn at 8:42 pm, which was carried by all